

# **ATTACHMENT - 2003 CLOSE-OUT**

Please **read carefully** and **follow instructions**  
as to what information needs to be submitted.

## **AUGUST 15**

- ☐ **PURCHASES MUST BE COMPLETED!**  
Only Management Services and OA's can make purchases after August 15th in order to complete equipment purchases
- ☐ Check postage and purchase **BEFORE** the August 15th purchase cutoff.
- ☐ Inspect your vehicles and look for possible repairs that might be needed such as tires, etc.

**ALL VEHICLE REPAIRS MUST BE COMPLETED  
BY THE AUGUST 15TH DEADLINE.**

- ☐ Check your inventory of supplies (paper, toner, ink pens, print cartridges, etc.) and get orders in **BEFORE** August 15th purchase cutoff.

## **AUGUST 22**

- ☐ **VISA PURCHASE CUT-OFF** - There will be no VISA purchases made from August 22 - September 30, 2003. Any emergency purchases must be preapproved by the State Administrative Officer.

## **SEPTEMBER 5**

- ☐ Be sure that all purchases are properly reconciled (correct fund used, etc) in PCMS so they will clear correctly through the accounting system.
- ☐ SCS-BF-170 - All offices are to complete an SCS-BF-170 showing all unbilled obligations (purchases made but not paid as of September 5, 2003. Estimates must be as accurate as possible.

**\* NEGATIVE REPORTS ARE REQUIRED \***

Field Offices, Technical Offices, RC&D Offices and Liaisons should submit SCS-FNM-170's to Zone Office Assistants for consolidation.

State Office Sections should submit SCS-FNM-170's to Financial Management.

DO NOT send in receipts or copies of bills.

**SEPTEMBER 12**

- ☐ Last day to submit travel vouchers to NFC for processing in FY2003. Vouchers not processed by COB September 12 should be included on SCS-FNM-170's. FNM will advise as to when travel vouchers can be submitted to NFC again. SCS-FNM-170's.

**EVEN THOUGH NFC TRAVEL ONLINE WILL ALLOW ALLOW USERS TO CONTINUE TO SUBMIT TRAVEL VOUCHERS AFTER SEPTEMBER 12, 2003, FNM IS REQUIRING OA'S AND STATE OFFICE SECRETARIES TO HOLD TRAVEL VOUCHERS UNTIL NOTIFIED BY FNM AFTER EOY CLOSING.**

**SEPTEMBER 20**

- ☐ Zone Office Assistants should submit consolidated SCS-FNM-170's to Financial Management.

## OCTOBER 1

- ☐ Purchases can be made with VISA credit cards.
- ☐ FY 2004 FUNDS - Use "04" as the first 2 digits for all financial project codes to be charged to FY 2004.